

## **ATTACHMENT J-6 PAST PERFORMANCE EVALUATION QUESTIONNAIRE**

### **Instructions to Offerors Sending Reference Questionnaire Forms:**

Section A (Part I and Part II) shall be completed by the Offeror (the firm requesting the reference) prior to issuing the questionnaires. The Offeror shall send the questionnaires for relevant projects that are in progress or completed in the past three (3) years to the individuals who will provide the reference. For Government contracts, send to the Contracting Officer or Technical Representative. For commercial references, send to personnel with duties similar to those for Government contracts. It is the responsibility of the Offeror to follow-up and encourage references to submit the questionnaire. The completed questionnaire shall be submitted via e-mail directly from the person providing the reference.

### **Instructions to Person Providing Reference:**

In order to assess potential vendors under the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), Acquisition and Grants Office (AGO), Professional and Technical (ProTech) Services procurement, is obtaining past performance information with respect to each Offeror. As a reference for work performed by the firm identified in Section A of this questionnaire, your candid response will assist in the evaluation process. Please complete Section B (Part I and Part II) of the questionnaire as thoroughly as possible. The questionnaire must be submitted to [Pro-Tech@noaa.gov](mailto:Pro-Tech@noaa.gov) no later than *Date*. The subject line in the submission e-mail shall clearly indicate: ProTech Past Performance Questionnaire Submission for <Company Name> and the message shall originate from the reference's government or commercial e-mail system.

In addition to this questionnaire, you may receive a follow-up phone call to confirm or clarify information. This is a major NOAA acquisition and your input into this evaluation is greatly appreciated. If you have questions regarding this questionnaire or require assistance, please submit inquiries to [Pro-Tech@noaa.gov](mailto:Pro-Tech@noaa.gov).

Sincerely,

Contracting Officer

<b>SECTION A</b> <b>TO BE COMPLETED BY OFFEROR (THE FIRM REQUESTING THE REFERENCE)</b>	
<b>PART I: PROTECH OFFEROR INFORMATION</b>	
<b>COMPANY NAME AND DIVISION NAME OF OFFEROR:</b>	
<b>OFFEROR ADDRESS:</b>	
<b>OFFEROR DUNS:</b>	
<b>PART II: PAST PERFORMANCE INFORMATION</b>	
<b>TITLE OF PROJECT/CONTRACT NUMBER FOR WHICH REFERENCE IS REQUESTED:</b>	
<b>PROCUREMENT VEHICLE (e.g. CONTRACT/ORDER/SUBCONTRACT/OTHER):</b>	
<b>TYPE OF CONTRACT (e.g. NEGOTIATED, SEALED BID):</b>	
<b>PRICING TYPE: (Check all that apply)</b> <input type="checkbox"/> FP <input type="checkbox"/> FPI <input type="checkbox"/> CPFF <input type="checkbox"/> CPAF <input type="checkbox"/> CPIF <input type="checkbox"/> ID/IQ <input type="checkbox"/> BOA <input type="checkbox"/> Requirements <input type="checkbox"/> Labor-Hour <input type="checkbox"/> T&M <input type="checkbox"/> Other (Specify) _____	
<b>DATE OF AWARD:</b>	
<b>PERIOD OF PERFORMANCE (INCLUDING OPTIONS):</b>	
<b>CONTRACT AMOUNT:</b> <ul style="list-style-type: none"><li>• INITIAL CONTRACT DOLLAR VALUE (W/OPTIONS): _____</li><li>• FINAL CONTRACT DOLLAR VALUE (W/OPTIONS): _____</li></ul>	
<b>ROLE ON PROJECT:</b> <input type="checkbox"/> PRIME <input type="checkbox"/> SUBCONTRACTOR (EXPLAIN TYPE AND EXTENT OF SUBCONTRACTING, IF APPLICABLE): <input type="checkbox"/> OTHER (EXPLAIN)	
<b>GENERAL DESCRIPTION OF TYPE OF SERVICES/PRODUCTS REQUIRED UNDER THE CONTRACT:</b>	
<b>DESCRIBE COMPLEXITY OF WORK:</b>	

<b>SECTION B</b>	
<b>TO BE COMPLETED BY EVALUATOR (PERSON PROVIDING REFERENCE)</b>	
<b>PART I: REFERENCE INFORMATION</b>	
<b>NAME &amp; TITLE:</b>	
<b>ORGANIZATION (INCLUDING AGENCY AND/OR COMPANY):</b>	
<b>CONTRACT ROLE (e.g. CO, COR, PM):</b>	
<b>ADDRESS:</b>	
<b>PHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>E-MAIL:</b>	

<b>PART II: INFORMATION ABOUT PROJECT/CONTRACT FOR WHICH REFERENCE IS REQUESTED</b>
<b>Please identify and correct any information that is not accurate in Section A.</b>
<p><b>Please objectively assess the requesting firm in each performance element below by assigning an “X” to the most appropriate rating:</b></p> <ul style="list-style-type: none"> <li>• <b>Superior</b> (Based on an offeror’s past performance record, essentially no doubt exists that the offeror will successfully perform the required effort.)</li> <li>• <b>Satisfactory</b> (Based on an offeror’s past performance record, some doubt exists that the offeror will successfully perform the required effort.)</li> <li>• <b>Unsatisfactory</b> (Based on an offeror’s past performance record, extreme doubt exists that the offeror will successfully perform the required effort.)</li> <li>• <b>Neutral</b> (No relevant performance record is identifiable upon which to base a meaningful performance rating. This is neither a negative or positive assessment.)</li> </ul>

Performance Element	Superior	Satisfactory	Unsatisfactory	Neutral
<b>1. QUALITY OF PRODUCT OR SERVICE</b> Assess the contractor’s performance to contract requirements, specifications, and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).				
<b>Comments:</b>				

Performance Element	Superior	Satisfactory	Unsatisfactory	Neutral
<b>2. SCHEDULE</b> Assess the timeliness of the Contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g. efforts that contribute to or effect the schedule variance).				
<b>Comments:</b>				
<b>3. COST CONTROL</b> Assess the contractor's effectiveness in forecasting, managing, and controlling cost.* *Cost Control – not required for Firm Fixed Price.				
<b>Comments:</b>				
<b>4. BUSINESS RELATIONS</b> Assess the integration and coordination of all activities needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontractors.				
<b>Comments:</b>				
<b>5. MANAGEMENT OF KEY PERSONNEL</b> Assess the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel.				
<b>Comments:</b>				
<b>6. UTILIZATION OF SMALL BUSINESS</b> FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for small business to participate in contract performance consistent with efficient performance of the contract.* *Not required for Small Businesses.				

Performance Element	Superior	Satisfactory	Unsatisfactory	Neutral
<b>Comments:</b>				
<b>8. Additional comments you would like to share</b>				

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**